



CHIEF DEPUTY, CLINICAL SERVICES,
CORRECTIONAL FACILITY
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL OPEN FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678) and a Supplemental Application for Chief Deputy, Clinical Services, CF (Chief Deputy) to:

By mail with: Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or In person with: Department of Corrections and Rehabilitation
Selection Services Section
1515 “S” Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Chief Deputy can be downloaded from State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov, or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

NOTE: Only applications with an original signature will be accepted.

CREDENTIALS VERIFICATION DISCLOSURE FORM Please fax the following documents to the California Department of Corrections and Rehabilitation Credential Coordinator at (916) 322-3208:

- ❖ Credentials Verification Disclosure Form (CVDF)
- ❖ Current Curriculum Vitae or resume

The CVDF can be downloaded from State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov, or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) **\$15,416.67* Per month**

***This salary includes pay differential enhancements to the base salary as authorized December 1, 2005, and applies to all Chief Deputy, Clinical Services, CF appointed to Adult Institutions and Division of Correctional Health Care Services only.**

Additional R&R Bonus:
\$9,600 annually – paid 30 days following completion of every 12 consecutive months of full-time employment at the California Medical Facility only.

Base Salary
Range A: \$10,201 - \$11,805 Per month
Range C: \$10,697 - \$11,865 Per month

Alternate Range Criteria
Range A: This range shall apply to any incumbent of a position who does not meet the criteria for payment at Range C.
Range C: This range shall apply to incumbents, in any medical class having such a range, who possess a valid medical or osteopathic specialty certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board.

Note: The Juvenile Facilities do not use the Chief Deputy, Clinical Services, CF classification.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays

BENEFITS (CONTINUED)	<ul style="list-style-type: none">• Generous paid vacation/sick leave• Jury duty/military/bereavement leave• Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)• Pre-retirement death benefit• Dependent Care Program• Long Term Insurance (CalPERS)• Home Loan Program (CalPERS)• Legal Services• Employee Assistance Program• Work and Family Advisory Committee• Eleven (11) hours per month allowed for Annual Leave Credits. Increases to 14 hours after 37 months of full-time employment.• Medical license renewal fee reimbursement (actual cost)• California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)• Paid Continuing Medical Education
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MINIMUM
QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the Osteopathic Medical Board of California (formerly titled California Board of Osteopathic Examiners). (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Osteopathic Medical Board of California will be admitted to the examination; but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Either I

One year of experience in the California state service performing the duties of a medical class at least at a level of responsibility of Chief Psychiatrist, Correctional Facility or Chief Medical Officer, Correctional Facility.

Or II

Two years of medical experience as a clinical manager with responsibility for planning, organizing, and directing a health care and treatment program including supervision of clinical and related staff. (State experience applied toward this requirement must be at least at the level of responsibility required under Pattern I above.)

Special Personal Characteristics: Demonstrated leadership ability; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; tact; patience; emotional stability; alertness; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards. Assignments may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.

Additional Desirable Qualifications: Knowledge of principles, practices, and methods of psychiatry and correctional administration.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applicants must show their Medical License number, title, and expiration date on their Examination Application (Std. Form 678).

EXAMINATION
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%
Scope:

A. Knowledge of:

1. Principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary medical/psychiatric treatment program
2. Principles and practices of personnel management and effective supervision
3. California law and rules pertaining to hospital administration
4. Principles and practices of community organization, management and procedures
5. The Department's Equal Employment Opportunity (EEO) Program objectives
6. A manager's role in the EEO program and the processes available to meet EEO objectives

B. Ability to:

1. Formulate and manage a multidisciplinary patient treatment program
2. Integrate the programs with the overall functions of the health services operation and the correctional facility
3. Communicate effectively
4. Work independently in identifying the need for developing proposed changes in program practices and procedures
5. Analyze complex medical and administrative problems and take effective action
6. Contribute effectively to the Department's EEO objectives

ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<p>The Chief Deputy, Clinical Services, CF, under administrative direction in a State correctional facility in the Department of Corrections and Rehabilitation is in charge of planning, organizing, and directing the clinical treatment programs within the health services operation, which includes a reception center. As a Chief Deputy, Clinical Services they also assist the Warden in the formulation of overall policy for the health services operation and may act for the Warden in his or her absence. Incumbents also provide inmate/ward medical care during emergencies, assess inmate/ward medical and/or psychiatric conditions and evaluate inmate/ward health care performed by medical staff. Incumbents are also responsible for maintaining order and supervising the conduct of inmates/wards, protecting and maintaining the safety of persons and property, and doing other related work.</p> <p>Positions are located in institutions statewide within the Department of Corrections and Rehabilitation and at Headquarters in Sacramento.</p>
VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS